

**U.S. Department of Labor**

Bureau of Labor Statistics  
2 Massachusetts Ave. N.E.  
Washington, D.C. 20212



**MAY 10 2019**

Mr. Ben Welsh  
MuckRock News  
DEPT MR 68445  
411A Highland Ave.  
Somerville, MA 02144-2516

Dear Mr. Welsh:

As Disclosure Officer for the Bureau of Labor Statistics (BLS), I am responding to your April 6, 2019, Freedom of Information Act (FOIA) request (FOIA ID No. F876688). Your request was forwarded from the DOL FOIA email address to the BLS for reply and was received in the BLS Disclosure Office on April 15, 2019.

You requested the following records: "All style guides governing the format and appearance of BLS publications." You further specified that you would prefer the request be filled electronically, by e-mail attachment if available or CD-ROM if not.

We have completed a search of the appropriate BLS files and are enclosing a CD containing three records responsive to your request: "A Matter of Style at the Bureau of Labor Statistics," "BLS Website Style Guide," and "News Release Style Guide." Please note, the Web Analytics section (page 53) of the "BLS Website Style Guide" and the Style and Structure, State Abbreviations section (page 3) in the "News Release Style Guide" are out-of-date. Additionally, BLS internal file locations have been redacted in the three records under the following exemptions of the FOIA: exemption (b)(3), which protects, "records that are specifically exempted from disclosure by statute;" exemption (b)(4), which protects, "trade secrets and commercial or financial information obtained from a person and privileged or confidential;" exemption (b)(5), which protects "records that are inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;" and exemption (b)(6), which protects, "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." Disclosure of BLS internal file locations would expose information, such as server names, that would put BLS records protected under these exemptions at risk of unauthorized access.

I believe I have been responsive to your request. If you need further assistance or would like to discuss any aspect of your request, please do not hesitate to contact the BLS FOIA Disclosure Office on 202-691-7628 or by email at [BLSFOIAServiceCenter@bls.gov](mailto:BLSFOIAServiceCenter@bls.gov). Alternatively, you may wish to contact the DOL FOIA Public Liaison, Thomas Hicks, on 202-693-5427 or by email at [Hicks.Thomas@dol.gov](mailto:Hicks.Thomas@dol.gov).



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If you are not satisfied with the response to this request, under the FOIA, you have the right to appeal this response to the Solicitor of Labor. Your appeal must be received by the Solicitor of Labor within 90 calendar days from the date of this letter. Address your appeal to the following office: Solicitor of Labor, Division of Management and Administrative Legal Services, Room N-2420, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, D.C. 20210. Your appeal may also be sent by email to [FOIAAppeal@dol.gov](mailto:FOIAAppeal@dol.gov). Appeals submitted to any other address will not be accepted. Your appeal must state in writing the grounds for the appeal. It should also include a copy of the original request, the response to your request, and any supporting statement or arguments. The appeal letter, the envelope, and the email subject line, should be clearly marked "Freedom of Information Act Appeal."

Sincerely,



NANCY RUIZ DE GAMBOA  
Associate Commissioner  
for Administration

Enclosure

